



# OCEAN VIEW SCHOOL DISTRICT

## PERSONNEL COMMISSION AGENDA

**Thursday, October 17, 2024**

### **CLOSED SESSION**

**3:45 p.m.**

**Human Resources Conference Room, Building B**

### **REGULAR MEETING**

**4:30 p.m.**

**Board Room, Building A**

*Classified Employees*

in PARTNERSHIP with EDUCATION

Personnel Commission

1966 – Present

**PERSONNEL COMMISSION:**

Bob Ewing, Chair

Lance Bidnick, Vice-Chair

Daniel P. Gooch, Member

Regular Personnel Commission meetings are livestreamed and can be viewed on the District's YouTube channel: <https://www.ovsd.org/PersonnelCommissionMeeting>

**OCEAN VIEW  
SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA**

**THURSDAY, OCTOBER 17, 2024**

**CLOSED SESSION: 3:45 P.M.  
HUMAN RESOURCES  
CONFERENCE ROOM, BUILDING B**

**OPEN SESSION: 4:30 P.M.  
BOARD ROOM, BUILDING A**

Regular Personnel Commission meetings are livestreamed and can be viewed on the District's YouTube channel: <https://www.ovsd.org/PersonnelCommissionMeeting>

1. **CALL TO ORDER** **TIME:** \_\_\_\_\_ p.m.

2. **ROLL CALL**

3. **CLOSED SESSION**

The public is invited to comment on the identified items listed under "Closed Session" prior to the adjournment to Closed Session. All public comments shall be limited to three minutes per person.

A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

1. Public Employment: Interim Assistant Superintendent/Executive Director, Human Resources

4. **APPROVAL OF CLOSED SESSION REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session Regular meeting of September 12, 2024. **ACTION**  
**Page 1**

**Moved:** \_\_\_  
**Second:** \_\_\_  
**Vote:** \_\_\_

5. **ADJOURNMENT OF CLOSED SESSION** **TIME:** \_\_\_\_\_ p.m. **ACTION**

**Moved:** \_\_\_  
**Second:** \_\_\_  
**Vote:** \_\_\_

6. **RECONVENE TO OPEN SESSION**  
**CALL TO ORDER** **TIME:** \_\_\_\_\_ p.m.

7. **ROLL CALL**

8. **PLEDGE OF ALLEGIANCE**

9. **REPORT OUT OF CLOSED SESSION**

- 10. PUBLIC COMMENTS:** Personnel Commission meetings will be held in-person and are open to the public. Public comments must be made in-person in order to be heard by the Personnel Commission.

The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.

Speakers wishing to address the Personnel Commission after the first public comments will have an opportunity during “Second Public Comments” later in the meeting. All public comments shall be limited to three minutes per person.

- 11. APPROVAL OF REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the September 12, 2024, Regular Personnel Commission meeting for approval.
- ACTION**  
**Pages 2-4**  
**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

**COMMISSION BUSINESS**

- 12. CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar:
- ACTION**  
**Pages 5-25**

- A. JOB DESCRIPTION REVIEWS/REVISIONS:**
- The Personnel Commission will receive the Interim Assistant Superintendent/Executive Director’s recommendation to review, discuss, and approve the proposed revisions to the following job description:
- Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

1. Clerk Typist to Clerical Assistant
2. Intermediate Clerk Typist to Intermediate Clerical Assistant
3. Intermediate Clerk Typist – Bilingual to Intermediate Clerical Assistant – Bilingual
4. Senior Clerk Typist to Clerical Specialist

- B. ELIGIBILITY LISTS:**
- The Personnel Commission will receive the Interim Assistant Superintendent/Executive Director’s recommendation to ratify/approve the following eligibility lists. (*Eligibility lists provided to Commissioners only.*)

- |                 |  |
|-----------------|--|
| Ratify: 2024-29 | Instructional Assistant – ABA          |
| Ratify: 2024-30 | Early Learning Instructional Assistant |
| Ratify: 2024-31 | Instructional Assistant – ABA          |
| Ratify: 2024-32 | Universal Instructional Assistant      |
| Ratify: 2024-33 | Campus Safety Supervisor               |
| Ratify: 2024-34 | School Health Technician               |
| Ratify: 2024-35 | Universal Instructional Assistant      |
| Ratify: 2024-36 | Noon Duty Supervisor                   |

**AGENDA FOR THE PERSONNEL COMMISSION MEETING – OCTOBER 17, 2024 – PAGE 3**

- |       |  |  |
|-------|--|--|
| 13.   | <b>CLASSIFIED PERSONNEL ACTIVITY LISTS:</b> The Personnel Commission will receive for information the following Classified Personnel Activity List received by the Board of Trustees at the Ocean View School District, Regular Board Meeting of September 10, 2024, (Exhibit A), and September 24, 2024, (Exhibit B). | <b>INFORMATION</b><br><b>Pages 26-31</b>   |
| 14.   | <b>CLASSIFIED PERSONNEL RECRUITMENT UPDATE:</b> The Personnel Commission will receive for information the most current list and status updates of classified recruitments.   | <b>INFORMATION</b><br><b>Pages 32-33</b>   |
| 15.   | <b>ADVANCED STEP PLACEMENT NOTIFICATION:</b> The Personnel Commission will receive for information the Interim Assistant Superintendent/Executive Director’s report notification of advance step placements that have been approved since the last meeting of the Personnel Commission.                                | <b>INFORMATION</b><br><b>Page 34</b>   |
| 16.a. | <b>PUBLIC HEARING AND APPOINTMENT FOR THE ANNOUNCED JOINT APPOINTEE DANIEL P. GOOCH TO THE PERSONNEL COMMISSION:</b>   | <b>DISCUSSION</b><br><b>Pages 35-38</b>  |
|       | <b>A. PUBLIC HEARING:</b> The Personnel Commission will conduct a Public Hearing to receive input from the public on their announced Joint Appointee, Daniel P. Gooch, to the Personnel Commission.  |  |
|       | Open: _____ p.m.   |  |
|       | Close: _____ p.m.  |  |
| 16.b. | <b>APPOINTMENT:</b> The Personnel Commission will vote to appoint their announced Joint Appointee, Daniel P. Gooch, to the Personnel Commission for a three (3) year term of office from December 1, 2024, to November 30, 2027.   | <b>ACTION</b><br><b>Moved: _____</b><br><b>Second: _____</b><br><b>Vote: _____</b>                       |
| 17.   | <b>PROPOSED NEW CLASSIFICATION – CLERICAL ASSISTANT – BILINGUAL:</b> The Personnel Commission will receive the Interim Assistant Superintendent/Executive Director’s recommendation to review, discuss, and approve the new classification and specification of Clerical Assistant – Bilingual.                        | <b>ACTION</b><br><b>Pages 39-42</b><br><b>Moved: _____</b><br><b>Second: _____</b><br><b>Vote: _____</b> |
| 18.   | <b>PROPOSED NEW CLASSIFICATION – CLERICAL SPECIALIST – BILINGUAL:</b> The Personnel Commission will receive the Interim Assistant Superintendent/Executive Director’s recommendation to review, discuss, and approve the new classification and specification of Clerical Specialist – Bilingual.                      | <b>ACTION</b><br><b>Pages 43-46</b><br><b>Moved: _____</b><br><b>Second: _____</b><br><b>Vote: _____</b> |

- |  |   |
|--|---|
| <p><b>19. PROPOSED NEW CLASSIFICATION – LEAD PAYROLL TECHNICIAN:</b> The Personnel Commission will receive the Interim Assistant Superintendent/Executive Director’s recommendation to review, discuss, and approve the new classification and specification of Lead Payroll Technician.</p> | <p><b>ACTION</b><br/> <b>Pages 47-51</b><br/> <b>Moved:</b> _____<br/> <b>Second:</b> _____<br/> <b>Vote:</b> _____</p> |
|--|---|

**COMMUNICATIONS**

**20. SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. All public comments shall be limited to three minutes per person.

**21. COMMISSIONER REPORTS**

**22. INTERIM ASSISTANT SUPERINTENDENT/EXECUTIVE DIRECTOR AND STAFF REPORTS**

<p><b>23. ADJOURNMENT</b></p>	<p><b>TIME:</b> _____ <b>p.m.</b></p>	<p><b>ACTION</b>  <b>Moved:</b> _____  <b>Second:</b> _____  <b>Vote:</b> _____</p>
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*The Ocean View School District Personnel Commission meets on the second Thursday of each month at 4:30 p.m. unless otherwise noted. Agenda notices are posted 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and the full agenda is posted on the District website.*

*Agenda items must be submitted in writing to the Interim Assistant Superintendent/Executive Director, Human Resources, Human Resources no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.*

*Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400 at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1).*

**OCEAN VIEW SCHOOL DISTRICT**  
**Regular Closed Session Personnel Commission Meeting Minutes**  
**September 12, 2024**

**CALL TO ORDER**     The September 12, 2024, Regular Closed Session meeting of the Personnel Commission was called to order at 4:22 p.m.

**ROLL CALL**             Commissioners Bidnick and Ewing were present. Commissioner Gooch was absent. Executive Director, Human Resources, Dr. Scott Jensen was also present.

**APPROVAL OF MINUTES**     Motion by Commissioner Bidnick to approve the minutes of the August 22, 2024, Regular Closed Session Meeting.

                              Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Gooch was absent.

**COMMISSION BUSINESS**

**INFORMATION/ ACTION ITEMS**     The Personnel Commission met regarding:

A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

1. Public Employment: Executive Director, Human Resources

**ADJOURNMENT**         Motion by Commissioner Bidnick to adjourn the September 12, 2024, Closed Session Meeting at 4:34 p.m.

                              Seconded by Commissioner Ewing, and carried with a 2:0 vote.

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Executive Director, Human Resources  
Secretary to the Personnel Commission

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Date

**OCEAN VIEW SCHOOL DISTRICT**  
**Regular Personnel Commission Meeting Minutes**  
**September 12, 2024**  
**4:30 p.m.**

- CALL TO ORDER** Commissioner Ewing called the September 12, 2024, Regular Personnel Commission Meeting to order at 4:37 p.m.
- ROLL CALL** Commissioners Bidnick and Ewing were present. Commissioner Gooch was absent.
- PLEDGE OF ALLEGIANCE** BethAnn Arko led the pledge of allegiance.
- STAFF MEMBERS PRESENT** Dr. Scott Jensen, Interim Assistant Superintendent/Executive Director, Human Resources; Michelle Eifert, Personnel Assistant; Diana Flores, Personnel Technician; Lorena Aceves, Human Resources Administrator; Blake Barton, Human Resources Technician.
- REPORT OUT OF CLOSED SESSION** There was nothing to report out of closed session.
- FIRST PUBLIC COMMENTS** There were no comments from the public at this time.
- APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the August 22, 2024, Regular Personnel Commission meeting.
- Seconded by Commissioner Ewing and carried with a 2:0 vote, as Commissioner Gooch was absent.
- CONSENT CALENDAR** The following job description reviews/revisions were received on the Consent Calendar:
- A. Job Description Reviews/Revisions:
- There were no job description reviews or revisions requiring approval.
- The following eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists:
- 2024-21 Human Resources Technician
  - 2024-22 Noon Duty Supervisor
  - 2024-23 Universal Instructional Assistant
  - 2024-24 Payroll Technician
  - 2024-25 Universal Instructional Assistant
  - 2024-26 Early Learning Instructional Assistant
  - 2024-27 Parent Liaison Instructional Assistant Bilingual (Spanish)
  - 2024-28 Head Custodian
- Motion by Commissioner Bidnick to approve the Consent Calendar.
- Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Gooch was absent.

**MINUTES OF THE SEPTEMBER 12, 2024 PERSONNEL COMMISSION MEETING – PAGE 2**

**CLASSIFIED  
PERSONNEL  
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity List that was presented for approval at the Board of Trustees meeting of August 13, 2024.

**PERSONNEL  
COMMISSION  
DISCUSSION AND  
POTENTIAL  
ANNOUNCEMENT  
OF THE  
PERSONNEL  
COMMISSION'S  
JOINT APPOINTEE  
TO THE  
PERSONNEL  
COMMISSION AND  
DISCUSSION TO  
SET THE DATE OF  
THE PUBLIC  
HEARING**

The Personnel Commission staff reached out to Commissioner Gooch in July to inquire if he was interested in serving another three year term as the Joint Commissioner to the Personnel Commission. Commissioner Gooch confirmed his interest.

A discussion took place wherein Commissioner Ewing and Commissioner Bidnick agreed and announced that their intended appointee is Commissioner Gooch.

Commissioner Ewing and Commissioner Bidnick also discussed and voted upon the date of the public hearing which will be held to take public input into consideration concerning their appointment decision. The date of the public hearing will be October 17, 2024, at the next meeting of the Personnel Commission.

Motion by Commissioner Bidnick to hold the Public Hearing on October 17, 2024.

Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Gooch was absent.

**SALARY RANGE  
REALLOCATION –  
PERSONNEL  
TECHNICIAN**

Dr. Jensen shared that the Human Resources Technician and the Personnel Technician perform comparable duties and responsibilities across the Human Resources division. However, there is a discrepancy in the salary range for these positions. The Human Resources Technician is placed at salary range 36 but the Personnel Technician is placed at salary range 35.

Historically, the Personnel Commission has sought alignment between equivalent positions within departments and job series to ensure fairness and consistency. As part of this review, the roles and requirements of both positions were examined. Both positions required the same education and experience.

Based on this evaluation and in the interest of equity, consistency, and departmental alignment, it is recommended that the salary range for Personnel Technician be adjusted from salary range 35 to salary range 36.

The proposed financial impact of this salary range reallocation will result in an increased cost of \$1,700.64 annually.

Motion by Commissioner Bidnick to adjust the salary range for Personnel Technician be adjusted from salary range 35 to salary range 36.

Seconded by Commissioner Ewing, and carried with a 2:0 vote, as Commissioner Gooch was absent.

**SECOND PUBLIC  
COMMENTS**

Dr. Julianne Hoefler thanked the Commissioners for voting to equalize the salaries of the Human Resources Technician and the Personnel Technician. Having had the privilege of serving as the Deputy Superintendent of Human Resources for about six months, it is the right thing to do. Our employees and the work they do are valued both on the certificated side and the classified side of the department.



**MINUTES OF THE SEPTEMBER 12, 2024 PERSONNEL COMMISSION MEETING – PAGE 3**

**SECOND PUBLIC  
COMMENTS  
(CONTINUED)**

Dr. Hoefler also thanked the Commissioners for allowing Dr. Jensen to serve in another dual role, as the Interim Assistant Superintendent/Executive Director of Human Resources. The department is in good hands with Dr. Jensen, Ms. Aceves, Diana Flores, Blake Barton, Janet Worley, and Michelle Eifert.

**COMMISSIONER  
REPORTS**

Commissioner Bidnick reiterated Dr. Hoefler's comments and congratulated Dr. Jensen on his interim assignment.

Commissioner Ewing announced that the meeting date for the next Personnel Commission meeting has been established as October 17, 2024. He also shared that he is excited about the groundbreaking ideas that are taking place and being implemented due to Dr. Jensen and BethAnn Arko being here. He thanked them for their work.

**DIRECTOR AND  
STAFF REPORTS**

Dr. Jensen echoed Commissioner Ewing's comments, stating that BethAnn Arko, who has been an instrumental part of the department for the last several months, is back working with us and helping us on a consulting basis. Dr. Jensen shared that he has attended several Back-to-School nights at various school sites over the past few weeks. The turnouts have been great and it has been a really nice introduction into the district. Dr. Jensen thanked the Human Resources staff for their work as this is a very busy time. For the third month in a row, we have seen a decrease in vacancies.

**ADJOURNMENT**

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Bidnick.

Motion seconded by Commissioner Ewing, and carried with a 2:0 vote, at 4:48 p.m.

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Executive Director, Human Resources  
Secretary to the Personnel Commission

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Date

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Scott Jensen, Ed.D.  
Interim Assistant Superintendent/Executive Director

**DATE:** October 17, 2024

**SUBJECT:** **Agenda Item No. 12.A.1: TITLE CHANGE FROM CLERK TYPIST TO CLERICAL ASSISTANT**

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## **Background Information**

A recommendation is being made that the job titles within the “Clerk Typist” series be updated to better reflect the job duties to make it easier for recruitment. At the same time the position has been reviewed with the incumbents to verify that the job description is current and reflects the current job duties.

Staff has notified CSEA of these recommended changes and they concur.

Please see the description for the proposed revision to the job title from Clerk Typist to Clerical Assistant.

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## **Recommendation**

The Interim Assistant Superintendent/ Executive Director recommends that the Personnel Commission approve the proposed title revision from Clerk Typist to Clerical Assistant effective October 18, 2024.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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~~Clerk Typist~~ **Clerical Assistant**

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**JOB SUMMARY:**

Under general supervision, performs a wide variety of routine clerical support duties in a District administrative office or school site in support of a District function or special program involving specific routine and broadly defined policies and procedures.

**CLASS CHARACTERISTICS:**

The ~~Clerk Typist~~ **Clerical Assistant** performs diversified routine clerical and computer keyboarding work, normally with supervision of District or Program Administrator available. Positions may travel from site-to-site to provide additional clerical assistance related to the program assigned, or positions may be assigned to support a specific program or function located at either the District Offices or a specific site.

**REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

**Essential Duties**

- Perform a variety of clerical work such as filing, compiling and recording information, proofreading;
- Assist in the development of records, inventories, index and cross reference files;
- Operate a variety of office equipment including a personal computer;
- Perform standard and statistical keyboarding and do basic word processing;
- Input data using computer or assigned software;
- Answer telephone and may perform receptionist duties;
- Receive, sort, distribute, dispatch mail;
- Assist others in locating materials and equipment;
- Order, receive, store and/or distribute supplies.

**Other Related Duties**

- Prepare memoranda, email, billing statements, and purchase orders within prescribed procedures;
- Schedule appointments, maintain calendars.

**SUPERVISION:**

Supervision is received from a District or Program Administrator. Supervision is not exercised over other employees.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Modern office methods, practices, procedures, terms, and equipment, including a basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette;
- Simple record keeping and filing procedures;
- Alpha and numeric filing systems;
- Basic mathematics used to order and inventory, maintain records and perform other clerical duties.

### **Ability to:**

- Utilize sound judgment in performing tasks and fulfilling responsibilities;
- Perform clerical duties such as filing, word processing, data input, duplicating, and maintaining routine records;
- Understand and carry out instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Receive and give information to others clearly, calmly, accurately and courteously;
- Rapidly learn procedures, equipment and software used in the office assigned;
- Sort, file, locate materials accurately;
- Operate various standard and specialized office equipment, including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Prioritize numerous tasks and complete them under various time constraints;
- Answer telephones and greet the public courteously;
- Use alpha and numeric filing systems; Maintain records and files;
- Keyboard at a net corrected speed of 40 words per minute;
- Perform simple mathematical computations.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- High school diploma or equivalent.

### **Experience:**

- Six (6) months of working or volunteer experience in an office environment.

## **LICENSES REQUIRED:**

- Some positions may be required to possess a valid and appropriate California Driver License.

## **PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment:**

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions

### **Physical Demands:**

While performing the duties of this job, the position is frequently required to stand, walk, sit, carry, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: occasionally lift, push, pull, climb, stoop, crouch, reach, grip, and grasp. The work involves light to medium physical efforts; frequently exerts up to 20 pounds of force; may occasionally exert up to 50 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

## **SALARY RANGE**

Range 23

Classified Bargaining Unit

Revised 8/5/04, 12/13/07, 4/5/12, 5/9/13

Job Description Review and Revisions Effective: 5/12/16

Job Description Review and Title Change Effective 10/18/2024 (Proposed)

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Scott Jensen, Ed.D.  
Interim Assistant Superintendent/Executive Director

**DATE:** October 17, 2024

**SUBJECT: Agenda Item No. 12.A.2: TITLE CHANGE FROM INTERMEDIATE CLERK TYPIST TO INTERMEDIATE CLERICAL ASSISTANT**

## Background Information

A recommendation is being made that the job titles within the “Clerk Typist” series be updated to better reflect the job duties to make it easier for recruitment. At the same time the position has been reviewed with the incumbents to verify that the job description is current and reflects the current job duties.

Staff has notified CSEA of these recommended changes and they concur.

Please see the description for the proposed revision to the job title from Intermediate Clerk Typist to Intermediate Clerical Assistant.

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## Recommendation

The Interim Assistant Superintendent/ Executive Director recommends that the Personnel Commission approve the proposed title revision from Intermediate Clerk Typist to Intermediate Clerical Assistant effective October 18, 2024.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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## **Intermediate Clerk Typist Clerical Assistant**

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### **JOB SUMMARY:**

Under general supervision of a District or program administrator, performs a wide variety of moderately difficult clerical duties in a District administrative office or school site.

### **CLASS CHARACTERISTICS:**

The **Intermediate Clerical Assistant Clerk Typist** is distinguished from the class of **Clerical Assistant Clerk Typist** by performing work of moderate difficulty with less supervision from a District or Program Administrator available, utilizes independent judgment in performing tasks and is expected to work productively in the absence of a direct supervisor. May be assigned as the sole clerical employee in support of a District program.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### **Essential Duties**

- Perform a wide variety of moderately difficult clerical work such as preparing memos, minutes, reports, formal letters, and policies and procedures provided by administrator, filing, compiling, maintaining and recording information, proofreading, document checking and verification;
- Utilize bilingual skills while attending meetings in support of the program to which assigned
- Perform standard and statistical keyboarding, word and data processing, in English and in a designated language other than English;
- Organize, log, batch and forward data and information, audit, correct and update data processing and other records;
- Answer telephones, may perform receptionist duties; greet visitors, in person or over the telephone, ascertain nature of business and provide information related to area of assignment in English and in a designated language other than English;
- Operate a variety of office equipment including a personal computer;
- Compose and/or proofread routine correspondence in both English and a designated language other than English;
- Review and prepare documents for entry of information into electronic data processing system. Enter and update information into system according to standard formats;
- Schedule appointments and/or maintain calendars;
- Ensure the timely distribution and collection of secured testing materials.
- Receive, sort, distribute, dispatch mail.

### **Other Related Duties**

- Assist in interview processes when bilingual interpretation or translation is needed;
- May assist Personnel Commission staff in evaluating test results to score or determine applicant's level of bilingual skills;
- Prepare presentations, graphs, and visual aids, by compiling and recording information;
- Receive required documentation, maintain files and records, make computations and process payments for participation in a District administered program;
- Complete purchase and personnel requisitions and work orders;
- Assist and/or train others in use of specialized equipment and/or procedures.

### **SUPERVISION:**

General supervision is received from a District or program administrator. Supervision is not exercised over other employees.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Modern office methods, filing and record keeping systems/procedures, terms and equipment, including a basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar and punctuation;
- Usage, spelling, grammar and punctuation of a designated language other than English;
- Data preparation and presentation methods;
- Business mathematics.

#### **Ability to:**

- Speak, read and write in English and in a designated language other than English;
- Rapidly learn, understand and apply district or department rules, regulations, procedures and policies;
- Work independently and utilize sound judgment in performing tasks and fulfilling responsibilities;
- Accurately and quickly perform a variety of clerical work of moderate difficulty;
- Operate various standard and specialized office equipment, including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Keyboard at a net corrected speed of 45 words per minute;
- Sort, file, locate materials quickly and accurately;
- Perform mathematical computations with speed and accuracy;
- Understand and carry out instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

### **EMPLOYMENT STANDARDS:**

#### **Education:**



- High school diploma or equivalent.
- Three (3) to nine (9) units of college level intermediate courses (200 level or higher) in the designated second language or from a foreign country of the designated language (Note: It is the responsibility of the candidate to include U.S. evaluation of non U.S. diplomas or transcripts with their application) is preferred.
- Professional interpretation and translation certification in the designated second language is highly desirable.

**Experience:**

- One (1) year of office environment experience in any capacity.
- Experience working with English learner children and their families is highly desirable.
- Experience in translating and interpreting to and from English in a designated second language is highly desirable.

**LICENSES REQUIRED:**

Some positions may be required to possess a valid and appropriate California Driver License.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent may have direct and indirect contact with public, students, district staff, and employees of other districts. The position may require working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

**Physical Demands:**

While performing the duties of this job, the position is continuously required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: occasionally stand, walk, lift, crouch, grip, and grasp. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

**SALARY RANGE**

Range 29

Classified Bargaining Unit

Class abolished 4/97, re-established 11/14/02

Revised 6/10/04, 12/13/07, 3/14/13

Job Description Review and Revisions Effective: 5/12/16

Job Description Review and Title Change Effective 10/18/2024 (Proposed)

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Scott Jensen, Ed.D.  
Interim Assistant Superintendent/Executive Director

**DATE:** October 17, 2024

**SUBJECT: Agenda Item No. 12.A.3: TITLE CHANGE FROM INTERMEDIATE CLERK TYPIST – BILINGUAL TO INTERMEDIATE CLERICAL ASSISTANT – BILINGUAL**

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## Background Information

A recommendation is being made that the job titles within the “Clerk Typist” series be updated to better reflect the job duties to make it easier for recruitment. At the same time the position has been reviewed with the incumbents to verify that the job description is current and reflects the current job duties.

Staff has notified CSEA of these recommended changes and they concur.

Please see the description for the proposed revision to the job title from Intermediate Clerk Typist – Bilingual to Intermediate Clerical Assistant – Bilingual.

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## Recommendation

The Interim Assistant Superintendent/ Executive Director recommends that the Personnel Commission approve the proposed title revision from Intermediate Clerk Typist – Bilingual to Intermediate Clerical Assistant – Bilingual effective October 18, 2024.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

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## **Intermediate ~~Clerk Typist~~ Clerical Assistant - Bilingual**

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### **JOB SUMMARY:**

Under general supervision of a District or program administrator, performs a wide variety of moderately difficult clerical duties in a District administrative office or school site; provides written and oral communications, and information in both English and in a designated language other than English;

### **CLASS CHARACTERISTICS:**

The **Intermediate Clerical Assistant ~~Clerk Typist~~ – Bilingual** is distinguished from the class of **Clerical Assistant ~~Clerk Typist~~** by performing work of moderate difficulty with less supervision from a District or Program Administrator available, utilizes independent judgment in performing tasks and is expected to work productively in the absence of a direct supervisor. This class is distinguished from the classification of **Intermediate Clerical Assistant ~~Clerk Typist~~** by the frequent requirement of the incumbent to utilize the ability to read, write and speak a designated language other than English. Positions in this class are required to use bilingual skills and attend meetings to translate and interpret. May be assigned as the sole clerical employee in support of a District program.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### **Essential Duties**

- Perform a wide variety of moderately difficult clerical work such as preparing memos, minutes, reports, formal letters, and policies and procedures provided by administrator, filing, compiling, maintaining and recording information, proofreading, document checking and verification;
- Utilize bilingual skills while attending meetings in support of the program to which assigned
- Perform standard and statistical keyboarding, word and data processing, in English and in a designated language other than English;
- Organize, log, batch and forward data and information, audit, correct and update data processing and other records;
- Answer telephones, may perform receptionist duties; greet visitors, in person or over the telephone, ascertain nature of business and provide information related to area of assignment in English and in a designated language other than English;
- Operate a variety of office equipment including a personal computer;
- Compose and/or proofread routine correspondence in both English and a designated language other than English;
- Review and prepare documents for entry of information into electronic data processing system. Enter and update information into system according to standard formats;
- Schedule appointments and/or maintain calendars;

- Ensure the timely distribution and collection of secured testing materials.
- Receive, sort, distribute, dispatch mail.

### **Other Related Duties**

- Assist in interview processes when bilingual interpretation or translation is needed;
- May assist Personnel Commission staff in evaluating test results to score or determine applicant's level of bilingual skills;
- Prepare presentations, graphs, and visual aids, by compiling and recording information;
- Receive required documentation, maintain files and records, make computations and process payments for participation in a District administered program;
- Complete purchase and personnel requisitions and work orders;
- Assist and/or train others in use of specialized equipment and/or procedures.

### **SUPERVISION:**

General supervision is received from a District or program administrator. Supervision is not exercised over other employees.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Modern office methods, filing and record keeping systems/procedures, terms and equipment, including a basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar and punctuation;
- Usage, spelling, grammar and punctuation of a designated language other than English;
- Data preparation and presentation methods;
- Business mathematics.

#### **Ability to:**

- Speak, read and write in English and in a designated language other than English;
- Rapidly learn, understand and apply district or department rules, regulations, procedures and policies;
- Work independently and utilize sound judgment in performing tasks and fulfilling responsibilities;
- Accurately and quickly perform a variety of clerical work of moderate difficulty;
- Operate various standard and specialized office equipment, including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Keyboard at a net corrected speed of 45 words per minute;
- Sort, file, locate materials quickly and accurately;
- Perform mathematical computations with speed and accuracy;
- Understand and carry out instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- High school diploma or equivalent.
- Three (3) to nine (9) units of college level intermediate courses (200 level or higher) in the designated second language or from a foreign country of the designated language (Note: It is the responsibility of the candidate to include U.S. evaluation of non U.S. diplomas or transcripts with their application) is preferred.
- Professional interpretation and translation certification in the designated second language is highly desirable.

### **Experience:**

- One (1) year of office environment experience in any capacity.
- Experience working with English learner children and their families is highly desirable.
- Experience in translating and interpreting to and from English in a designated second language is highly desirable.

## **LICENSES REQUIRED:**

Some positions may be required to possess a valid and appropriate California Driver License.

## **PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment:**

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent may have direct and indirect contact with public, students, district staff, and employees of other districts. The position may require working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

### **Physical Demands:**

While performing the duties of this job, the position is continuously required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: occasionally stand, walk, lift, crouch, grip, and grasp. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

**SALARY RANGE**

Range 29

Classified Bargaining Unit

Class abolished 4/97, re-established 11/14/02

Revised 6/10/04, 12/13/07, 3/14/13

Job Description Review and Revisions Effective: 5/12/16,

Job Description Review and Title Revision Effective 10/18/2024

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Scott Jensen, Ed.D.  
Interim Assistant Superintendent/Executive Director

**DATE:** October 17, 2024

**SUBJECT: Agenda Item No. 12.A.4: TITLE CHANGE FROM SENIOR CLERK  
TYPIST TO CLERICAL SPECIALIST**

## Background Information

A recommendation is being made that the job titles within the “Clerk Typist” series be updated to better reflect the job duties to make it easier for recruitment. At the same time the position has been reviewed with the incumbents to verify that the job description is current and reflects the current job duties.

Staff has notified CSEA of these recommended changes and they concur.

Please see the description for the proposed revision to the job title from Senior Clerk Typist to Clerical Specialist.

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## Recommendation

The Interim Assistant Superintendent/ Executive Director recommends that the Personnel Commission approve the proposed title revision from Senior Clerk Typist to Clerical Specialist effective October 18, 2024.





OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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## ~~Senior Clerk Typist~~ **Clerical Specialist**

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### **JOB SUMMARY:**

Under general supervision, performs a wide variety of difficult clerical and technical office administrative duties in an administrative office or school requiring the use of independent judgment involving frequent and responsible public contact; provides for proper input and output of a variety of data; provides work direction to students, other clerical staff as assigned.

### **CLASS CHARACTERISTICS:**

The ~~Senior Clerk Typist~~ **Clerical Specialist** is distinguished from the class of ~~Intermediate Clerk Typist~~ **Intermediate Clerical Assistant** by the performance of difficult clerical work independently, or with very little direct supervision requiring a more thorough knowledge of the policies and procedures, regulations, and methods which impact upon their assigned duties. Positions typically work in a setting wherein the supervisor delegates responsible aspects of the program to the incumbent who is expected to exercise good judgments, within established rules, practices, and policies, in carrying out tasks. Positions coordinate the work of subordinate clerical staff and are responsible for planning and completing work within established time parameters.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### **Essential Duties**

- Perform a variety of clerical work such as preparing memos, minutes, reports, formal letters, and policies and procedures provided by administrator, filing, compiling, maintaining and recording information, proofreading, document checking and verification;
- Answer telephones, may perform receptionist duties; greet visitors, in person or over the telephone, ascertain nature of business and provide information related to area of assignment;
- Communicate with other agencies or departments to provide or obtain a wide variety of information;
- Schedule and coordinate meetings, conferences, and workshops as assigned including assembling, word processing and duplicating materials; maintain calendars;
- Perform technical responsibilities related to an assigned function such as compiling information from a variety of sources and preparing complex reports and summaries as required;
- Create, modify reports and reporting formats;
- Prepare and maintain complex logs, files and records;
- Operate a wide variety of office and/or special equipment including a personal computer;
- Perform standard and statistical keyboarding, word and data processing;
- Provide specialized information to others and serve as a resource regarding assignment program or function;
- Compose and/or proofread routine correspondence independently; prepare requisitions and purchase order forms.

### **Other Related Duties**

- Input, retrieve information accessing computer based resources;
- Prepare presentations, graphs, and visual aids, by compiling and recording information;
- Maintain financial records as required by the assignment;
- Order supplies and materials as assigned;
- Monitor and maintain office or program budget according to established guidelines;
- Lead other personnel in the performance of difficult or varied clerical work;
- Receive, distribute, dispatch mail; train subordinate staff and others as necessary and/or requested.
- Perform other duties as required to accomplish the objectives of the position.

### **SUPERVISION:**

Supervision is received from a District or Program Administrator. May monitor and direct other support staff, volunteers and assigned student helpers.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Modern office methods, procedures, terms, equipment, including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Basic record-keeping techniques;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar, punctuation;
- Business mathematics;
- General principles of supervision and training;
- Financial and statistical recordkeeping techniques;
- Basic research method and report writing techniques;
- Report preparation and research methodologies.

#### **Ability to:**

- Perform a wide variety of responsible clerical work of above average difficulty and involving the use of sound, independent business judgments;
- Work independently and with little direct supervision;
- Perform mathematical calculations with speed and accuracy;
- Operate various standard and specialized office equipment including a personal computer;
- Keyboard at a net corrected speed of 50 words per minute;
- Receive and give information to others clearly, accurately and courteously both orally and in writing;
- Answer the telephone and greet the public courteously;
- Learn and interpret rules, regulations and instructions;
- Prioritize numerous tasks and complete them under various time constraints;
- Sort, file, locate materials quickly and accurately;
- Compose correspondence and written material independently;
- Assemble, organize, and prepare data for records and reports;
- Rapidly learn procedures and software as required;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Lead other clerical personnel in the performance of difficult or varied clerical work;

- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Coordinate work of others.

**EMPLOYMENT STANDARDS:**

**Education:**

High school diploma or equivalent.

**Experience:**

Two (2) years of increasingly responsible clerical experience in an office environment.

**LICENSES REQUIRED:**

Valid and appropriate California Driver License.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions

**Physical Demands:**

While performing the duties of this job, the position is frequently required to stand, walk, sit, carry, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: occasionally lift, push, pull, climb, stoop, crouch, reach, grip, and grasp. The work involves light to medium physical efforts; frequently exerts up to 20 pounds of force; may occasionally exert up to 50 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

**SALARY RANGE**

Range 31

Classified Bargaining Unit

Revisions effective 4/97, 4/11/2013

Job Description Review and Revisions Effective: 5/12/16

Job Description Review and Title Change Effective 10/18/2024 (Proposed)

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** October 17, 2024

**SUBJECT:** **Agenda Item No. 12B.: ELIGIBILITY LISTS**

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## Background Information

The following eligibility lists are being forwarded for ratification or approval. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. The information below is being shared to provide the District administration and staff with data on classified recruitment and testing statistics. (*Confidential eligibility lists provided to Commissioners only.*)

Ratify: 2024-29	Instructional Assistant – ABA
Ratify: 2024-30	Early Learning Associate Educator
Ratify: 2024-31	Instructional Assistant – ABA
Ratify: 2024-32	Universal Instructional Assistant
Ratify: 2024-33	Campus Safety Supervisor
Ratify: 2024-34	School Health Technician
Ratify: 2024-35	Universal Instructional Assistant
Ratify: 2024-36	Noon Duty Supervisor

## Recommendation

The Interim Assistant Superintendent/Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2024-29 through 2024-36.

# ELIGIBILITY LISTS

## Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-29	Instructional Assistant - ABA	No. of Applicants 8 Screened Out 0 Written Exam Test Date Waived No Show/ Withdrew 1 Did Not Qualify 1 Oral Exam Test Date 9/4/2024 No Show/ Withdrew 3 Did Not Qualify 0	3	3	Open & Promotional
2024-30	Early Learning Associate Educator	No. of Applicants 14 Screened Out 7 Written Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 9/13/2024 No Show/ Withdrew 5 Did Not Qualify 0	2	2	Open & Promotional
2024-31	Instructional Assistant – ABA	No. of Applicants 6 Screened Out 0 Written Exam Test Date Waived No Show/ Withdrew 3 Did Not Qualify 0 Oral Exam Test Date 9/26/2024 No Show/ Withdrew 1 Did Not Qualify 0	2	3	Open, Promotional, & Merge
2024-32	Universal Instructional Assistant	No. of Applicants 18 Screened Out 0 Written Exam Test Date 9/13/2024 No Show/ Withdrew 4 Did Not Qualify 2 Oral Exam Test Date N/A No Show/ Withdrew 0 Did Not Qualify 0	1	26	Open, Promotional, & Merge
2024-33	Campus Safety Supervisor	No. of Applicants 12 Screened Out 1 Written Exam Test Dates 9/18/2024 No Show/ Withdrew 4 Did Not Qualify 0 Oral Exam Test Date 9/26/2024 No Show/ Withdrew 2 Did Not Qualify 1	7	8	Open, Promotional, & Merge
2024-34	School Health Technician	No. of Applicants 10 Screened Out 0 Written Exam Test Dates 10/2/2024 No Show/ Withdrew 5 Did Not Qualify 0 Oral Exam Test Date 10/9/2024 No Show/ Withdrew 0 Did Not Qualify 0	5	6	Open, Promotional, & Merge

**ELIGIBILITY LISTS**

**Page 3**

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2024-35	Universal Instructional Assistant	No. of Applicants	15	1	21	Open, Promotional, & Merge
		Screened Out	0			
		Written Exam Test Date	10/8/2024			
		No Show/ Withdrew	6			
		Did Not Qualify	0			
		Oral Exam Test Date	N/A			
		No Show/ Withdrew	0			
		Did Not Qualify	0			
2024-36	Noon Duty Supervisor	No. of Applicants	16	3	10	Open, Promotional, & Merge
		Screened Out	0			
		Written Exam Test Date	10/8/2024			
		No Show/ Withdrew	5			
		Did Not Qualify	3			
		Oral Exam Test Date	N/A			
		No Show/ Withdrew	0			
		Did Not Qualify	0			

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** October 17, 2024

**SUBJECT:** **Agenda Item No. 13: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

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## **Background Information**

The Board of Trustees received the following Classified Personnel Activity Lists for approval at the regular Board Meetings of September 10, 2024, (Exhibit A), and September 24, 2024, (Exhibit B).

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

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## **Recommendation**

The Interim Assistant Superintendent/Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Activity Lists of September 10, 2024, and September 24, 2024 for information.

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
September 10, 2024

**APPROVE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Amengual Valencia, Isabel	Universal Instructional Assistant	Village View	\$19,444 hourly	22.1	08/28/2024
Arce, Hunter	Instructional Assistant – ABA	Vista View	\$22,561 hourly	28.1	08/28/2024
Brewster, Shaina	Universal Instructional Assistant	Hope View	\$19,444 hourly**	22.1	08/28/2024
Burch, Emily	Universal Instructional Assistant	Village View	\$19,444 hourly**	22.1	08/28/2024
Do, Madison	Universal Instructional Assistant	Harbour View	\$19,444 hourly**	22.1	08/28/2024
Fong, Garrick	Universal Instructional Assistant	Harbour View	\$19,444 hourly**	22.1	08/28/2024
Franco, Patricia	Parent Liaison Instructional Assistant - Bilingual	Vista View	\$19,931 hourly	23.1	08/28/2024
Gomez, Sarah	Instructional Assistant – Physical Education	Multiple Sites	\$20,941 hourly	25.1	08/29/2024
Haas, Emily	Universal Instructional Assistant	Village View	\$19,444 hourly**	22.1	08/28/2024
Jaradat, Ranin	Early Learning Instructional Assistant	Westmont Preschool	\$19,444 hourly	22.1	08/26/2024
Le, Chloe	Universal Instructional Assistant	Village View	\$19,444 hourly**	22.1	08/28/2024
Ledezma, Mary	Administrative Secretary	District Office	\$5,256.92 monthly	40.1	08/19/2024
Maciel Jr., Juan	Custodian	College View	\$22,561 hourly	28.1	08/27/2024
Miller, Jennifer	Instructional Assistant – ABA	Star View	\$22,561 hourly	28.1	08/28/2024
Negrete-Lilibre, Ashley	Food Service Worker	Mesa View	\$17,617 hourly	18.1	08/27/2024
Noguchi, Lejarie	Universal Instructional Assistant	Lake View	\$19,444 hourly**	22.1	08/28/2024
Pavloff, Christopher	Instructional Assistant – ABA	Circle View	\$22,561 hourly	28.1	08/28/2024
Reynolds, Makenna	Instructional Assistant – ABA	Harbour View	\$22,561 hourly	28.1	08/28/2024
Rodriguez, Alba	Instructional Assistant – ABA	Circle View	\$22,561 hourly	28.1	08/28/2024
Rodriguez, Keifer	Universal Instructional Assistant	Village View	\$19,444 hourly**	22.1	08/28/2024
Salehjee, Junaid	Universal Instructional Assistant	Hope View	\$19,444 hourly**	22.1	08/28/2024
Shebat, Silvia	Universal Instructional Assistant	Mesa View	\$19,444 hourly**	22.1	08/28/2024
Smith, Scott	Universal Instructional Assistant	Hope View	\$19,444 hourly**	22.1	08/28/2024
Wagenblast, Kathryn	Universal Instructional Assistant	Harbour View	\$19,444 hourly**	22.1	08/28/2024
Westfall, Jennifer	Universal Instructional Assistant	Harbour View	\$19,444 hourly**	22.1	08/28/2024
Wickwire, Alicia	Parent Liaison Instructional Assistant - Bilingual	Harbour View	\$19,931 hourly	23.1	08/28/2024

**APPROVE SUBSTITUTE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Alvidrez, Mary Rebecca	Food Service Worker	Substitute	\$17,617 hourly	18.1	08/27/2024
Anaya, Jorge	Custodian	Substitute	\$22,561 hourly	28.1	07/29/2024
Daniel, Juan	Delivery Worker	Substitute	\$24,279 hourly	31.1	08/15/2024
Frost, Sally	Human Resources Technician	Substitute	\$33,477 hourly	36.5	07/16/2024
Hernandez, Ariana	Early Learning Associate Educator	Substitute	\$25,508 hourly	29.3	08/08/2024



**APPROVE SUBSTITUTE EMPLOYMENT - CONTINUED**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Lopez, Alfredo	Custodian	Substitute	\$22,561 hourly	28.1	08/26/2024
Macedo, Jorge	Bus Driver Trainee	Trainee	\$17,170 hourly	1.1*	08/19/2024
Ramirez Morales, Irasu	Food Service Worker	Substitute	\$17,617 hourly	18.1	08/27/2024
Vu, Brian	Custodian	Substitute	\$22,561 hourly	28.1	08/12/2024
West, Dawn	Bus Driver Trainee	Trainee	\$17,170 hourly	1.1*	08/19/2024

**APPROVE REINSTATEMENT**

**In accordance with Merit System Rule 8.4.1:**

**POSITION REINSTATED INTO**

<b><u>NAME</u></b>	<b><u>SITE</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Ibarra, Sheila	Lake View	18.1	08/27/2024
	Food Service Worker		

**APPROVE RECLASSIFICATION**

**In accordance with Merit System Rule 3.3**

**POSITION RECLASSIFIED INTO**

<b><u>NAME</u></b>	<b><u>SITE</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Aceves, Lorena	District Office	M67.5	08/23/2024
	Human Resources Administrator		

**APPROVE PROMOTION**

**In accordance with Merit System Rules 5.1 to 5.4:**

**POSITION PROMOTED INTO**

<b><u>NAME</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Doyle, Stephanie	Harbour View	\$24,891 hourly	28.3	08/28/2024
Estrella, Maribel	Lake View	\$22,561 hourly	28.1	08/28/2024
Pritchard, Nancy	Circle View	\$19,444 hourly**	22.1	08/28/2024
Wu, Evalani	Marine View	\$26,155 hourly	28.4	08/28/2024

**APPROVE SEPARATION**

**In accordance with Merit System Rules 8.1 to 8.8:**

**POSITION SEPARATED FROM**

<b><u>NAME</u></b>	<b><u>SITE</u></b>	<b><u>REASON</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Aleman, Julissa	Village View	Resigned	05/02/1995	06/18/2024
Blumer, Kelsey	Marine View	Resigned	11/09/2022	06/18/2024
	Instructional Assistant – Special Education			
	Noon Duty Supervisor			

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
September 10, 2024

**APPROVE SEPARATION - CONTINUED**

**In accordance with Merit System Rules 8.1 to 8.8:**

<u>NAME</u>	<u>POSITION SEPARATED FROM</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Brackley, Linda	School Office Clerk	Vista View	Resigned	08/15/2019	06/26/2024
Bui, Thanh Van Thi	Noon Duty Supervisor	Star View	Resigned	05/06/2024	06/18/2024
Camarena, Mia	Universal Instructional Assistant	Golden View	Resigned	09/14/2022	06/18/2024
Chappell, Grace	Universal Instructional Assistant	Circle/College View	Resigned	04/18/2023	06/18/2024
Gomez, Cheryl	Noon Duty Supervisor	Marine View	Resigned	03/19/2024	06/18/2024
Hendrick, Hope	Noon Duty Supervisor	Vista View	Resigned	04/22/2024	06/18/2024
Leslie, Izabelle	Instructional Assistant – ABA	Hope View	Resigned	10/18/2019	08/02/2024
Magana, Daniela	Universal Instructional Assistant	Harbour View	Resigned	09/06/2023	06/18/2024
Mahmood, Kathryn	Universal Instructional Assistant	Star View	Resigned	12/18/2023	06/18/2024
Rivera, Anita	School Office Clerk	Spring View	Retired	01/29/2001	09/06/2024
Valencia, Jessica	Noon Duty Supervisor	Circle View	Resigned	10/28/2022	08/16/2024

\*This is a single step, entry level position or a trainee position.

\*\*Pending negotiations, Universal Instructional Assistants may be eligible for an additional \$6.50/hour.

**APPROVE EMPLOYMENT**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION HIRED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Bauer, Erica	Noon Duty Supervisor	Marine View	\$17,170 hourly	1.1*	09/03/2024
Capelle, Onna	School Health Technician	Vista View	\$21,467 hourly	26.1	09/04/2024
Carranza, Erica	Universal Instructional Assistant	Harbour View	\$19,444 hourly**	22.1	08/29/2024
Guzman, Agustin	Parent Liaison Instructional Assistant Bilingual	Vista/Marine View	\$19,931 hourly	23.1	09/03/2024
Hahn, Olivia	Universal Instructional Assistant	Harbour View	\$19,444 hourly**	22.1	09/03/2024
Lacas, Delphine	Noon Duty Supervisor	Circle View	\$17,170 hourly	1.1*	09/03/2024
Maciel, Jr., Juan	Custodian	College View	\$23,689 hourly	28.1	08/27/2024
Mesa, Vance	Groundskeeper I	Facilities	\$4,208.31 monthly	31.1	09/09/2024
Sarmiento, Samantha	Universal Instructional Assistant	Hope View	\$19,444 hourly**	22.1	09/03/2024
Valencia, Isabel	Universal Instructional Assistant	Village View	\$19,444 hourly**	22.1	08/28/2024

**APPROVE PROMOTION**

**In accordance with Merit System Rules 5.1 to 5.4:**

<b><u>NAME</u></b>	<b><u>POSITION PROMOTED INTO</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Campos, Federico	Head Custodian	Mesa View	\$4,533.58 monthly	32.2	09/11/2024
Najera, Allyson	Payroll Technician	District Office	\$5,522.86 monthly	40.2	08/21/2024
Rivera, Delmy	Head Custodian	Oak View Preschool	\$5,004.86 monthly	32.4	09/10/2024

**APPROVE SALARY RANGE REALLOCATION**

**In accordance with Merit System Rule 7.1:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Flores, Diana	Personnel Technician	District Office	\$5,802.68	36.5	09/13/2024

**APPROVE SEPARATION**

**In accordance with Merit System Rules 8.1 to 8.8:**

<b><u>NAME</u></b>	<b><u>POSITION SEPARATED FROM</u></b>	<b><u>SITE</u></b>	<b><u>REASON</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Collins, Gary Scott	Bus Driver/Utility Worker	Transportation	Resignation	09/30/2021	06/24/2024
Goode, Lucas	Custodian	Village View	Resignation	07/08/2024	09/06/2024
Johnson, Jennifer	School Library Specialist	Circle View	Resignation	01/22/2019	08/21/2024

**APPROVE SEPARATION (CONTINUED)**

**In accordance with Merit System Rules 8.1 to 8.8:**

<u>NAME</u>	<u>POSITION SEPARATED FROM</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Le, Cammie	Universal Instructional Assistant	Star View	Resignation	12/08/2023	06/18/2024
Linskey, Diana	Bus Driver/Utility Worker	Transportation	Resignation	06/12/2023	07/22/2024
Luis, Sara	Noon Duty Supervisor	Oak View	Resignation	11/06/2023	08/30/2024
Luther, Madelyn	Universal Instructional Assistant	Village View	Resignation	03/20/2024	06/18/2024
Maguire, Michelle	Instructional Assistant – ABA	Hope View	Job Abandonment	02/02/2015	08/30/2024
Rasha, Mina	Instructional Assistant – Severely Disabled	Village View	Resignation	12/11/2023	06/18/2024
Shebat, Sylvia	Universal Instructional Assistant	Oak View	Resignation	08/28/2024	08/30/2024
Shiba, Shawn	Instructional Assistant – ABA	Westmont	Resignation	10/17/2019	09/25/2024
Smith-Sherry, Jorian	Universal Instructional Assistant	Lake View	Resignation	10/16/2023	06/18/2024
Tewfiek, Silvia	Universal Instructional Assistant	Circle View	Resignation	03/07/2023	06/18/2024

\*This is a single step, entry level position or a trainee position.

\*\*Per MOU, Universal Instructional Assistants may be eligible for an additional \$6.50/hour.

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** October 17, 2024

**SUBJECT: Agenda Item No. 14: CLASSIFIED PERSONNEL RECRUITMENTS UPDATE**

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## Background Information

The following is a list of classified personnel recruitments that are currently in progress. This list is provided to the Personnel Commissioners, District administration, and staff, to communicate and share the status of current classified vacancies throughout the recruitment and hiring process.

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## Recommendation

The Interim Assistant Superintendent/Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Recruitments List for information.

	<b>Position</b>	<b>Number of Vacancies</b>
1	ALC Attendant	2
2	Child Care Program Facilitator	5
3	Early Learning Instructional Assistant	5
4	Early Learning Associate Educator	1
5	Instructional Assistant - ABA	25
6	Instructional Assistant - Computer	1
7	Intermediate Clerk Typist - Bilingual	1
8	Noon Duty Supervisor	13
9	Program Account Specialist	1
10	School Library Specialist	2
11	Sprinkler Mechanic	1
12	Universal Instructional Assistant	15
	<b>Total</b>	<b>72</b>

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Scott Jenkins, Ed.D.  
Interim Assistant Superintendent/Executive Director, Human Resources

**DATE:** October 17, 2024

**SUBJECT:** **Agenda Item No.15: Advanced Step Placement Notifications – Information Item**

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## Background Information

Below are advance step placements that have been authorized by the Interim Assistant Superintendent/Executive Director since the last meeting of the Personnel Commission.

<b>Employee</b>	<b>Classification</b>	<b>Step</b>	<b>Justification</b>	<b>Effective Date</b>
Lucia Gama	Early Learning Instructional Assistant	4	Has over 5 years of experience working as a preschool teacher. Has a Child Development teaching permit and AA in Early Learning Education.	9/9/2024
Kailey Mahler	Speech & Language Assistant	2	Experience with augmentative and alternative communication. Bachelor's degree in Speech Language & Hearing services.	9/30/2024
Brenda Murphy	School Office Clerk	2	Years of experience and education. Familiar with AERIES, Raptor, and attendance.	9/26/2024
Christopher Pavloff	Instructional Assistant - ABA	3	Years of experience as ABA aide and crisis counselor. Lack of applicants for this classification.	8/28/2024
Ali Prandi	Instructional Assistant - ABA	2	School district experience as an ABA aide. Bachelor's degree. Lack of applicants for this classification.	9/4/2024

## Recommendation

The Interim Assistant Superintendent/Executive Director, Human Resources recommends that the Personnel Commission receive the above notifications of Advanced Step Placement for information.

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Scott Jensen, Ed.D.  
Interim Assistant Superintendent/Executive Director, Human Resources

**DATE:** October 17, 2024

**SUBJECT:** **Agenda Item No. 16a and 16b: Public Hearing and Appointment for the Announced Joint Appointee, Daniel P. Gooch, to the Personnel Commission**

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## Background Information

The three year term of office of Personnel Commissioner Daniel Gooch expires on November 30, 2024. As required by Merit Rule 2.1.5 Personnel Commissioner's Appointment Procedures, joint Personnel Commissioner's appointee, Mr. Daniel Gooch, was contacted to determine if he was interested in reappointment for another three (3) year term of office. Commissioner Gooch indicated his interest in reappointment.

Merit Rule 2.1.4.C provides specifics on the actual appointment process of the Commissioner's joint appointee. The appointee of the Board of Trustees and the appointee of the classified employees may discuss and publicly announce the name of the person they intend to appoint or reappoint as the joint appointee to the Personnel Commission. At the September 12, 2024 Personnel Commission meeting, Commissioner Bob Ewing, CSEA appointee and Commissioner Lance Bidnick, Board appointee, both announced Daniel Gooch as their intended appointee to be reappointed to another three (3) year term as Personnel Commissioner.

As referenced in Education Code 45246(f), Merit Rule 2.1.4.C goes on to state that, "At a Personnel Commission meeting to be held after thirty (30), and within forty-five (45) days of the date the Commission publically announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing".



**TIMELINE FOR THE ANNOUNCEMENT OF THE COMMISSIONERS  
INTENDED APPOINTEE TO THE PERSONNEL COMMISSION AND  
PUBLIC HEARING**

Date Commissioners Announced Their Intended Appointee	30 Days After Commissioners Announcement	45 Days After Commissioners Announcement	Date Of Public Hearing
September 12, 2024	October 12, 2024	October 27, 2024	October 17, 2024

The Commission meeting has been rescheduled for October 17, 2024 so that it falls within the above required time line.

Therefore, Dr. Jensen recommends the Personnel Commission hold a public hearing to receive input from the public on the qualifications of Mr. Daniel Gooch to be a Personnel Commissioner of the Ocean View School District. After receiving public input, it is recommended that the Commission discuss and consider the public input received, then make its appointment, or substitute appointment or recommendation, to the Personnel Commission.

Attached are copies of Merit Rules 2.1.5 and 2.1.4.C, outlining the applicable procedure for the appointment of the Personnel Commissioner’s joint appointee.

Attachments: Merit Rule 2.1.5  
Merit Rule 2.1.4.C

.....  
**Recommendation**

The Interim Assistant Superintendent/Executive Director, Human Resources recommends:

1. The Personnel Commission hold a public hearing to receive input from the public on the qualifications of Mr. Daniel Gooch to be a Personnel Commissioner of the Ocean View School District.
2. After receiving public input, the Personnel Commission discuss and consider the public input received, then make its appointment, or a substitute appointment or recommendation.

# MERIT RULES FOR APPOINTMENT OF THE PERSONNEL COMMISSIONER'S JOINT APPOINTEE

## 2.1.5 Personnel Commissioner's Appointment Procedures

new Rule 11/9/00

The following specific procedures are to be utilized for selection of the Personnel Commissioner's appointee to the Personnel Commission.

- A. By July 15 the Director of Classified Personnel shall inquire of the appointee of the Personnel Commission whose term is up in December of that year whether the Commissioner is interested in reappointment to the Personnel Commission for another three (3) year term of office.
  1. If the Commissioner is interested in reappointment the Commission shall announce their intent to reappoint or not to reappoint by September 30.
    - a. If the Commission's decision is to reappoint the Commissioners' appointee to a subsequent term of office the procedures of 2.1.4.C of these Rules shall be followed.
    - b. If the Commission's decision is to not reappoint the incumbent to a subsequent term of office, and if they do not announce the name of a new nominee by September 30, the procedures of 2.1.4.C.2 of these Rules shall be followed and the State Superintendent of Public Instruction shall make the appointment.
  2. If the Commissioners' appointee is not interested in subsequent appointment to the Commission, the following procedures shall be followed.
    - a. A recruitment process shall be opened by the Director of Classified Personnel as directed by the Personnel Commission. The process may include news releases sent to local newspapers and local community based organizations, e.g., Chamber of Commerce, Rotary Club, parent support groups via the Presidents Round table, or other such resources as specified by the Commission.
    - b. An application form eliciting information to document the applicants meeting the requirements of Education Code 45244 shall be completed by all interested applicants.
    - c. The Commission may make its decision based on the applications as submitted or may conduct individual interviews of the applicants.
    - d. The Commission shall then comply with 2.1.4.C of these Rules.

#### 2.1.4 **Commissioner Appointment Procedures**

New Rule 11/9/00

On or about September 1st of each year, the Director of Classified Personnel shall notify the Board of Trustees and the recognized classified employee organization(s) of the name and home address of the commissioner whose term will be expiring and whether or not that commissioner will accept reappointment for another three-year term. The notification will also provide the name of the appointing authority, and the procedures to be followed in filling the upcoming commissioner position.

#### **C. The Commissioners' Appointment:**

By September 30, the appointee of the Board of Trustees and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint. At a Personnel Commission meeting to be held after thirty (30), and within forty-five (45) days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing. Education Code 45246(f)

1. In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a reappointment or on a new appointment, the commissioners' prior appointee shall continue in office and to function as a member of the District's Personnel Commission until such time as the State Superintendent of Public Instruction takes the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position (not to exceed ninety (90) calendar days beyond the December 1st expiration of the Commissioners' appointees term). Education Code 45246 (g)
2. If the reason for the lack of appointment is an inability to agree upon a joint appointee by September 30, the State Superintendent of Public Instruction shall make the appointment within thirty (30) days. Education Code 45246(b)(2)

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Scott Jensen, Ed.D.  
Interim Assistant Superintendent/Executive Director

**DATE:** October 17, 2024

**SUBJECT:** **Agenda Item No. 17: PROPOSED NEW CLASSIFICATION - CLERICAL ASSISTANT – BILINGUAL**

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## **Background Information**

As staff was reviewing the typist job descriptions, the need for a bilingual classification for each of the job descriptions within this series was identified.

The attached proposed job description is to establish the classification for Clerical Assistant –Bilingual. Our protocol is to set the bilingual classification one salary range above the non-bilingual classification; therefore, the recommended salary range is Range 24 on the Classified Bargaining Unit Salary Schedule.

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## **Recommendation**

The Interim Assistant Superintendent/ Executive Director recommends that the Personnel Commission approve the proposed new classification Clerical Assistant – Bilingual, at Salary Range 24, effective October 18, 2024.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

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## **Clerical Assistant - Bilingual**

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### **JOB SUMMARY:**

Under general supervision, performs a wide variety of routine clerical support duties in a District administrative office or school site in support of a District function or special program involving specific routine and broadly defined policies and procedures. The employee provides written and oral communications in both English and in a designated language other than English

### **CLASS CHARACTERISTICS:**

The Clerical Assistant performs diversified routine clerical and computer keyboarding work, normally with supervision of District or Program Administrator available. Positions may travel from site-to-site to provide additional clerical assistance related to the program assigned, or positions may be assigned to support a specific program or function located at either the District Offices or a specific site.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### **Essential Duties**

- Perform a variety of clerical work such as filing, compiling and recording information, proofreading;
- Assist in the development of records, inventories, index and cross reference files;
- Operate a variety of office equipment including a personal computer;
- Perform standard and statistical keyboarding and do basic word processing;
- Input data using computer or assigned software;
- Answer telephone and may perform receptionist duties;
- Receive, sort, distribute, dispatch mail;
- Assist others in locating materials and equipment;
- Order, receive, store and/or distribute supplies.

#### **Other Related Duties**

- Prepare memoranda, email, billing statements, and purchase orders within prescribed procedures;
- Schedule appointments, maintain calendars.

### **SUPERVISION:**

Supervision is received from a District or Program Administrator. Supervision is not exercised over other employees.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Modern office methods, practices, procedures, terms, and equipment, including a basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- English usage, spelling, grammar and punctuation of the English language and in a designated language other than English;
- Business office telephone techniques and etiquette;
- Simple record keeping and filing procedures;
- Alpha and numeric filing systems;
- Basic mathematics used to order and inventory, maintain records and perform other clerical duties.

### **Ability to:**

- Utilize sound judgment in performing tasks and fulfilling responsibilities;
- Perform clerical duties such as filing, word processing, data input, duplicating, and maintaining routine records;
- Understand and carry out instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Receive and give information to others clearly, calmly, accurately and courteously;
- Rapidly learn procedures, equipment and software used in the office assigned;
- Sort, file, locate materials accurately;
- Operate various standard and specialized office equipment, including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Prioritize numerous tasks and complete them under various time constraints;
- Answer telephones and greet the public courteously;
- Use alpha and numeric filing systems; Maintain records and files;
- Keyboard at a net corrected speed of 40 words per minute;
- Perform simple mathematical computations.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- High school diploma or equivalent.

### **Experience:**

- Six (6) months of working or volunteer experience in an office environment.

## **LICENSES REQUIRED:**

- Some positions may be required to possess a valid and appropriate California Driver License.

## **PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment:**

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions

### **Physical Demands:**

While performing the duties of this job, the position is frequently required to stand, walk, sit, carry, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: occasionally lift, push, pull, climb, stoop, crouch, reach, grip, and grasp. The work involves light to medium physical efforts; frequently exerts up to 20 pounds of force; may occasionally exert up to 50 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

## **SALARY RANGE**

Range 24

Classified Bargaining Unit

Established 10/18/24 (Proposed)

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Scott Jensen, Ed.D.  
Interim Assistant Superintendent/Executive Director

**DATE:** October 17, 2024

**SUBJECT: Agenda Item No. 18: PROPOSED NEW CLASSIFICATION: CLERICAL  
SPECIALIST – BILINGUAL**

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## **Background Information**

As staff was reviewing the typist job descriptions, the need for a bilingual classification for each of the job descriptions within this series was identified.

The attached proposed job description is to establish the classification for Clerical Specialist – Bilingual. Our protocol is to set the bilingual classification one range above the non-bilingual classification; therefore, the recommended salary range is Range 32 on the Classified Bargaining Unit Salary Schedule.

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## **Recommendation**

The Interim Assistant Superintendent/Executive Director recommends that the Personnel Commission approve the proposed new classification Clerical Specialist – Bilingual, at Salary Range 32, effective October 18, 2024.





OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

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## **Clerical Specialist - Bilingual**

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### **JOB SUMMARY:**

Under general supervision, performs a wide variety of difficult clerical and technical office administrative duties in an administrative office or school requiring the use of independent judgment involving frequent and responsible public contact; provides for proper input and output of a variety of data; provides work direction to students, other clerical staff as assigned. The employee provides written and oral communications in both English and in a designated language other than English.

### **CLASS CHARACTERISTICS:**

The Clerical Specialist is distinguished from the class of Clerical Assistant by the performance of difficult clerical work independently, or with very little direct supervision requiring a more thorough knowledge of the policies and procedures, regulations, and methods which impact upon their assigned duties. Positions typically work in a setting wherein the supervisor delegates responsible aspects of the program to the incumbent who is expected to exercise good judgments, within established rules, practices, and policies, in carrying out tasks. Positions coordinate the work of subordinate clerical staff and are responsible for planning and completing work within established time parameters. This class is distinguished from the classification of Clerical Specialist by the frequent requirement of the incumbent to utilize the ability to read, write and speak a designated language other than English.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### **Essential Duties**

- Perform a variety of clerical work such as preparing memos, minutes, reports, formal letters, and policies and procedures provided by administrator, filing, compiling, maintaining and recording information, proofreading, document checking and verification;
- Answer telephones, may perform receptionist duties; greet visitors, in person or over the telephone, ascertain nature of business and provide information related to area of assignment;
- Communicate with other agencies or departments to provide or obtain a wide variety of information;
- Schedule and coordinate meetings, conferences, and workshops as assigned including assembling, word processing and duplicating materials; maintain calendars;
- Perform technical responsibilities related to an assigned function such as compiling information from a variety of sources and preparing complex reports and summaries as required;
- Create, modify reports and reporting formats;
- Prepare and maintain complex logs, files and records;
- Operate a wide variety of office and/or special equipment including a personal computer;
- Perform standard and statistical keyboarding, word and data processing;

- Provide specialized information to others and serve as a resource regarding assignment program or function;
- Compose and/or proofread routine correspondence independently; prepare requisitions and purchase order forms.

### **Other Related Duties**

- Input, retrieve information accessing computer based resources;
- Prepare presentations, graphs, and visual aids, by compiling and recording information;
- Maintain financial records as required by the assignment;
- Order supplies and materials as assigned;
- Monitor and maintain office or program budget according to established guidelines;
- Lead other personnel in the performance of difficult or varied clerical work;
- Receive, distribute, dispatch mail; train subordinate staff and others as necessary and/or requested.
- Perform other duties as required to accomplish the objectives of the position.

### **SUPERVISION:**

Supervision is received from a District or Program Administrator. May monitor and direct other support staff, volunteers and assigned student helpers.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Modern office methods, procedures, terms, equipment, including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Basic record-keeping techniques;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar, punctuation of the English language and in a designated language other than English;
- Business mathematics;
- General principles of supervision and training;
- Financial and statistical recordkeeping techniques;
- Basic research method and report writing techniques;
- Report preparation and research methodologies.

#### **Ability to:**

- Perform a wide variety of responsible clerical work of above average difficulty and involving the use of sound, independent business judgments;
- Work independently and with little direct supervision;
- Perform mathematical calculations with speed and accuracy;
- Operate various standard and specialized office equipment including a personal computer;
- Keyboard at a net corrected speed of 50 words per minute;
- Receive and give information to others clearly, accurately and courteously both orally and in writing;
- Answer the telephone and greet the public courteously;
- Learn and interpret rules, regulations and instructions;
- Prioritize numerous tasks and complete them under various time constraints;
- Sort, file, locate materials quickly and accurately;

- Compose correspondence and written material independently;
- Assemble, organize, and prepare data for records and reports;
- Rapidly learn procedures and software as required;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Lead other clerical personnel in the performance of difficult or varied clerical work;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Coordinate work of others.

**EMPLOYMENT STANDARDS:**

**Education:**

High school diploma or equivalent.

**Experience:**

Two (2) years of increasingly responsible clerical experience in an office environment.

**LICENSES REQUIRED:**

Valid and appropriate California Driver License.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions

**Physical Demands:**

While performing the duties of this job, the position is frequently required to stand, walk, sit, carry, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: occasionally lift, push, pull, climb, stoop, crouch, reach, grip, and grasp. The work involves light to medium physical efforts; frequently exerts up to 20 pounds of force; may occasionally exert up to 50 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

**SALARY RANGE**

Range 32

Classified Bargaining Unit

Established October 18, 2024 (Proposed)

Clerical Specialist – Bilingual

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Scott Jensen, Ed.D.  
Interim Assistant Superintendent/Executive Director

**DATE:** October 17, 2024

**SUBJECT: Agenda Item No. 19: PROPOSED NEW CLASSIFICATION: LEAD PAYROLL TECHNICIAN**

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## Background Information

Staff is proposing a new classification of Lead Payroll Technician. This position will assist the department to address the growing demands of pension reporting and payroll complexities. This change will bolster the payroll team's capacity; thereby, supporting every employee in the organization.

Staff is recommending Range 44 (\$5,802.68, Step 1 to \$7,070.89, Step 5) on the Classified Bargaining Unit Schedule for this new classification.

Staff has notified CSEA of this new proposed classification and they will be conducting their 610 process.

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## Recommendation

The Interim Assistant Superintendent/Executive Director recommends that the Personnel Commission approve the new job classification Lead Payroll Technician at Range 44 on the Classified Bargaining Unit Salary Schedule effective October 18, 2024.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

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## **Lead Payroll Technician**

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### **JOB SUMMARY:**

Under the general supervision of the Director of Fiscal Services, the Lead Payroll Technician is responsible for leading the payroll team and ensuring accurate and timely payroll processing for both classified and certificated employees. This position requires advanced payroll processing skills, preparation of complex reports, and oversight of payroll record-keeping procedures. The Lead Payroll Technician also provides training, guidance, and leadership to Payroll Technicians and other payroll staff.

### **CLASS CHARACTERISTICS:**

This is an advanced-level classification in the payroll series. The incumbent is expected to exercise a high degree of initiative, make independent judgments, and lead the payroll team to ensure the delivery of accurate and timely payroll services. The role requires a comprehensive understanding of payroll systems and the ability to handle complex payroll transactions.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### **Essential Duties:**

- Perform highly skilled payroll tasks requiring the use of significant initiative, independent judgment and problem resolution in accurate, complete, and timely work products within rigid time schedules;
- Answer and/or research and respond to inquiries regarding assigned area(s) of responsibility;
- Coordinate the preparation of certificated and/or classified payrolls, ensuring accurate time records are obtained, verified, and maintained;
- Analyze, interpret, and apply existing and changing laws, regulations, labor contract provisions, and directives relative to payroll transactions;
- Lead and train Payroll Technicians, providing guidance and resolving complex payroll issues;
- Gather, tabulate, extend, balance, audit, verify, adjust, post, type, and input data into the payroll system and prepare related reports and documents;
- Update payroll databases to incorporate approved changes in assignments, stipends, and cost of living adjustments;
- Respond to employment verification requests;
- Address and resolve payroll-related inquiries from employees, administrators, other agencies, and the public;

- Process payroll adjustments for leave requests, employee status changes, and retirement accounts;
- Maintain records of sick leave, vacation, holiday, and fringe benefits;
- Perform earnings corrections, reconcile employee taxes paid by the district, and prepare W-2 forms;
- Process voluntary deductions for tax-sheltered annuity contracts, insurance, and Section 125 changes, submitting payments to companies;
- Coordinate with County and Human Resources on salary adjustments;
- Review, reconcile, and report pension data for CalSTRS and CalPERS.

**Other Related Duties:**

- Prepare and perform special projects and reports, including salary data, structure, and adjustments.
- Research and compile information on employee health and insurance issues and respond to related inquiries.
- Compile data and prepare State and Federal reports, such as the Multiple Worksite and Unemployment reports.
- Monitor and update Workers' Compensation claims and prepare disability claims forms.
- Compute and prepare quarterly tax reports, such as the Form 941.
- Assist the Fiscal Department with reports and situations deviating from established policy or precedent.
- Compile data to assist in collective bargaining.

**SUPERVISION:**

General supervision is received from the Director, Fiscal Services. Supervision is not exercised over other employees. The Lead Payroll Technician leads Payroll Technicians and other employees involved in payroll processing, providing instruction and guidance.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Advanced fiscal policies, methods, and practices of payroll and financial record-keeping, preferably related to classified and/or certificated payrolls;
- Legal and reporting requirements of school district payroll operations;
- Google Suite products (Docs, Sheets, Slides, etc.), Microsoft Office products (Word, Excel, PowerPoint, etc.), and other business applications;
- Modern office practices, procedures, and terminology;
- Computerized payroll systems and financial software;
- Payroll principles, including tax withholding, voluntary deductions, and fringe benefits;
- Business mathematics;
- English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette.

**Ability to:**

- Follow complex and technical written and oral instructions with precision and exercising sound judgement;
- Work under pressure of constant deadlines with frequent interruptions;
- Lead and provide direction/training to office staff;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Learn and apply District and County Office payroll practices, procedures, rules, regulations, policies, and contractual obligations.
- Work independently in developing record-keeping procedures.
- Research, compile, analyze, interpret, and prepare accurate documents and payroll information.
- Audit payroll records and data; apply technical and legal material to payroll matters.
- Develop and adapt work procedures and record-keeping systems to meet changing needs.
- Operate office equipment, including personal computers.
- Effectively utilize computer applications.
- Make arithmetic calculations accurately.
- Perform general and statistical clerical work.
- Follow written and oral instructions.
- Maintain confidentiality of sensitive information.
- Establish and maintain effective interpersonal relationships and communicate effectively.
- Perform technical payroll and record-keeping work with judgment and subject matter knowledge.
- Review timesheets and calculate payroll per district policies and legal requirements.
- Plan and organize work to meet established timelines and payroll schedules.
- Prepare, review, and analyze payroll reports and summaries.
- Maintain financial records and prepare payroll reports.

**EMPLOYMENT STANDARDS:****Education:**

- High school diploma or equivalent.
- A bachelor's degree in financial administration, accounting or closely related field is desirable and may be supplemented for two (2) year of the five (5) years of required experience.
- An associate's degree in accounting or a closely related field may be substituted for one (1) year of the required experience.

**Experience:**

- Five (5) years of increasingly responsible experience in payroll functions, preferably in a California school district or public agency.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

This job operates in an office environment, predominantly seated. This role routinely uses standard office equipment such as computers, calculator, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff; frequently works without guidance from immediate supervisor. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions.

**Physical Demands:**

While performing the duties of the job, the incumbent is continuously required to talk, hear, sit, and use repetitive motions of the wrists, hands, and fingers. The position frequently requires reaching, gripping, and grasping. The incumbent may occasionally stand, walk, lift, carry, and stoop; rarely push, pull, kneel, crouch, and crawl. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

**SALARY RANGE**

Range 44

Classified Bargaining Unit

Personnel Commission Approved 10/17/2024 (Proposed)